

Chief, Management Staff

18 May 1956

Chief, Records Management Staff

Weekly Report - Week Ending 16 May 1956

1. The Security Office has agreed with our proposal to use 5 drawer non-safe filing equipment in the vital materials vault in lieu of present 4 drawer safe equipment. This will increase the space facilities 40%. Security will not be impaired because of the automatic protective features and the construction of the vault.

25X1A5a1

[REDACTED]

Support of the project over a year ago and it is the opinion of the Librarian and others in the Agency that this material is not of sufficient value to retain in an active status. We are making contacts with the Library of Congress, the Smithsonian Institution, and local colleges to determine whether they would be interested in the transfer of these unclassified records to them.

3. The National Archives has contacted us to determine our interest in some OSS records which are now in the possession of the Library of Congress.

4. Twelve new and revised forms were completed. We have on hand 37 new and revised forms to complete.

5. The Records Center has been destroying approximately 100 cubic feet of records each month. Our rate of destruction can be increased substantially if we could obtain the necessary labor to operate [REDACTED]. We have on hand now a backlog of over 300 cubic feet awaiting destruction.

25X1A13a

25X1A9a

25X1A9a

MgtS/RMS/ [REDACTED] pat (5/18/56)